

**MICHIGAN CIVIL SERVICE COMMISSION**  
**JOB SPECIFICATION**  
**FOREST FIRE OFFICER**

**JOB DESCRIPTION**

Employees in this job perform a range of forestry activities designed to protect and maintain forestlands, their resources, and structures for environmental, economic, and recreational purposes. Employees prevent, detect, and suppress forest fires.

There are four classifications in this job.

**Position Code Title - Forest Fire Officer-E**

Forest Fire Officer 7

This is the entry level. The employee performs, in a learning capability, a variety of forestry activities designed to prevent, detect, and suppress forest fires. Employees are developing a body of knowledge related to forest protection methods, procedures, policies, laws, and regulations, and the maintenance and operation of specialized equipment of a forest protection organization.

Forest Fire Officer 8

This is the intermediate level. The employee works in a developing capacity with increased responsibility for performing a range of forest fire officer activities.

Forest Fire Officer E9

This is the experienced level. The employee performs a full range of forest fire officer assignments and uses considerable independent judgment to interpret and apply guidelines with considerable latitude to specific work situations.

**Position Code Title - Forest Fire Officer-A**

Forest Fire Officer 10

This is the advanced level. The employee serves as a lead worker responsible for overseeing the work activities of other Forest Fire Officers, or is independently responsible for a field station in a specific geographic area, or is a senior worker performing the most complex forest fire officer assignments. Senior-level employees consistently perform complex assignments beyond those expected at the experienced level which have been approved by Civil Service.

**NOTE:** Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience. Level distinction is based upon degree of responsibility for fire management activities but may also include forest recreation, pest management, and land management activities.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Directs control efforts during fires; plans attacks on fires; establishes communications; recruits and transports fire fighters; and mobilizes equipment.

Coordinates departmental efforts with local police and fire officials.

Appraises damages caused by fires.

Investigates fire causes and recommends enforcement action. Presents testimony in court.

Works on fire projects in conjunction with state and federal research programs.

Recruits and trains personnel in fire suppression.

Trains volunteer fire departments in wildfire behavior and wildfire suppression strategy and tactics.

Reviews data relating to forest fires including causes, locations where fires are most prevalent, and time and season of occurrence.

Completes fire management analyses and prepares necessary summaries and action plans.

During fires season, analyzes daily weather conditions to determine fire risk and keep suppression forces in readiness for current conditions.

Determines authorizing conditions and oversees the issuing of burning permits.

Provides information and literature to the public on fire prevention, camping, recreation areas, and other matters of interest.

Maintains equipment, prepares reports, and requests necessary repairs. Maintains buildings and grounds at the field station.

Operates a variety of heavy equipment in building roads and bridges in forest areas.

Prepares presentation materials including public displays and gives talks on fire prevention at schools and before local civic groups.

Constructs and maintains forest roads, access roads, and forest infrastructure.

Assists with dispersed recreation and resource restoration due to recreational damage use.

Assists in pest management activities such as participating in scouting for pests and participating in pest control and suppression activities, gathering data, forest cultivation, timber sale preparation, and related land management duties as assigned.

Maintains current information on health and safety regulations and ensures compliance with MIOSHA standards.

Performs building and vehicle safety inspections and ensures that corrective action is completed as required.

Performs related work as assigned.

### **Additional Job Duties**

#### **Forest Fire Officer 10 (Lead Worker)**

Coordinates the work of lower-level Forest Fire Officers and non-career staff by assigning daily work plans and overseeing work assignments.

Oversees and ensures the quantity and quality of work by requiring strict adherence to established methods and procedures.

Explains work instructions and adapts, if necessary, pertinent general methods and procedures in order to meet required needs.

Trains lower-level Forest Fire Officers

#### **Forest Fire Officer 10 (Senior Worker)**

Performs on a regular basis forest fire officer activities which are recognized as the most complex.

Plans, develops, implements, and evaluates wildfire protection programs for the field station area.

## **JOB QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

**NOTE:** Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of fire behavior and fire fighting and suppression methods and techniques.

Knowledge of investigative techniques regarding the causes of fires and evidence preservation, interviewing techniques, and court presentation.

Knowledge of the operation and maintenance of heavy motorized equipment.

Knowledge of pest and land management methods and techniques.

Knowledge of administration of dispersed recreation forest infrastructure, off-road vehicle and snowmobile trail programs.

Ability to be trained in advanced fire management.

Ability to be trained in fire behavior.

Ability to be trained in the strategic and tactical application of fire crews and equipment in wildfire suppression.

Ability to maintain records.

Ability to drive trucks and heavy equipment.

Ability to communicate effectively.

Ability to prepare necessary material and to speak persuasively in front of groups.

### **Working Conditions**

The work, on a periodic basis, requires strenuous physical exertion for extended periods.

The majority of the work is performed outdoors.

Work may include overnight stays in remote locations.

Some jobs require an employee to work in an environment that involves exposure to unpleasant and noxious fumes and odors.

Some jobs require an employee to be exposed to hazardous work environments.

### **Physical Requirements**

The job duties require an employee to climb ladders.

The job duties require an employee to be absent of any physical limitation which would impair effective performance.

### **Education**

Education typically acquired through completion of high school.

## **Experience**

### **Forest Fire Officer 7**

Work experience fighting fires, performing fire suppression, and/or performing prescribed burns as a member of a state, county, township, municipal, federal or military fire department, natural resources agency, or private wildland firefighter crew with completion of the Michigan Fire Fighters Training Council's Fire Fighter I, equivalent military training course, or National Wildfire Coordinating Group (NWCG) Fire Fighter 2 qualification.

### **Forest Fire Officer 8**

One year of experience equivalent to a Forest Fire Officer 7.

### **Forest Fire Officer E9**

Two years as a Forest Fire Officer, including one year equivalent to a Forest Fire Officer 8.

### **Forest Fire Officer 10**

Three years as a Forest Fire Officer, including one year equivalent to a Forest Fire Officer E9.

## **Alternate Education and Experience**

### **Forest Fire Officer 7**

Two years of college with 15 semester (23 term) credits in natural resources technology, fire technology, forest technology, or wildlife technology may be substituted for the experience requirement.

## **Special Requirements, Licenses, and Certifications**

Employee is required to pass a physical exam and fitness test upon hire and continue to pass the physical fitness test annually to remain employed.

Some positions within this classification may be assigned job duties that require the employee to possess a Commercial Driver's License (CDL), issued by the Secretary of State as required by Public Act 346 of 1988, to operate a designated vehicle, with an A or B designation, and an N endorsement and without air brake restriction.

Some positions in this class series may also be assigned duties that require the application of herbicides/pesticides that may require certification or registration as a pesticide applicator in compliance with the Pesticide Control Act of 1976.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

## **JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

### **Job Code**

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### **Job Code Description**

FOREST FIRE OFFICER

### **Position Title**

Forest Fire Officer-E

Forest Fire Officer-A

### **Position Code**

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### **Pay Schedule**

A02-007

A02-018

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01/22/2023